

Sheffield u3a

Risk Assessment/Checklist for Groups Using Public Indoor Venues

e.g. pubs, cafes and restaurants whilst other patrons are also using.

The group co-ordinator should check this list prior to each meeting, particularly if meetings take place at different venues and should ensure that all group members are aware of its requirements particularly as regards fire procedures.

The Risk Assessment/Checklist should be reviewed from time to time but particularly if an incident or accident occurs even if no injury occurs.

Any incidents or accidents should be reported straightaway using the Incident Report Form on Su3a website.

Group Name:

Organisers Name:

Venue

Date:

Organisers should ensure that the chosen venue for group meetings is safe and accessible for all members. All group members must be made aware of any requirements of the venue management.	
<p>Group Members Personal Responsibility</p> <p>Group members must comply with the requirements of the group risk assessment.</p> <p>Existing and potential group members should consider their own health and well being before deciding whether to take part in any group activity. After making enquiries of the Group Coordinator as to the scope of the activity, if a member has any doubt as to whether the activity is suitable for them, they should not take part.</p>	

Potential Risks – Slips, trips, falls, FIRE, Infection

Whilst the venue will be under the direct control of the proprietors there are certain things which are within the group's control.	
1. Group coordinator should visit any prospective venue to ensure that it is a safe and suitable environment for the meeting. Particular regard should be had to access generally and toilet facilities specifically. Group members should be warned of steep steps or any other potential hazard though it would be better to avoid such a venue if possible.	
<p>2. In the event of fire, group members should follow the venue's fire procedures and evacuate the building by the nearest fire exit to a designated mustering point. Group members should not leave the site until they have notified the group coordinator that they are out of the building.</p> <p>Group coordinators should have a note of attendees so they can ensure everyone has exited the building.</p>	

See Over

3. All members of the group should comply with any reasonable request of the venue management.
4. All members of the group should report any health and safety issues e.g. blocked fire exits, trip/slip hazards to the venue management.
5. All members should ensure that they do not themselves cause a trip or fall hazard by placing themselves or their belongings in public access ways.
6. The age profile of our membership means that some group members may be particularly vulnerable to infections such as Flu or Covid. Members are therefore advised not to attend meetings if they have an infection which could be passed on to other members.

Attendees:

Updated January 2024 – further advice from mocave@btinternet.com